

Admin

SECRET

12 September 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction - Part II

GENERAL

1. Arrangements are nearing completion for the assignment of a cruising monitor to the Republic of Panama for the purpose of testing, extending and/or improving coverage of Central and South American Stations.
2. Because of insufficient radio teletype facilities at Hong Kong and the time lag involved in air mail delivery, the Press Monitoring Unit of the Consulate requested that the FBIS wire product be limited to a daily log of Chinese Hellschreiber items monitored on Okinawa. This service commenced in early August.
3. Formal approval has been received from the DD/I for the plan of exclusive radio channels to be allocated by the Army which will provide instantaneous or greatly accelerated communication of FBIS traffic to and from overseas field bureaus. The details of the proposed arrangements with appropriate instructions will be forwarded to the field before the plan is implemented.
4. Further preliminary trials were conducted at headquarters during the month to develop a technique for photographing television pictures. This phase of the tests is about complete. The next phase will cover coordinated audio recordings on magnetic tape and video on film to develop techniques for supplementing intelligence contained on the tape with that contained in the picture.
5. Radio Propaganda Reports during the month reviewed Soviet propaganda on the Sixth World Youth Festival, in response to expressions of interest from the State Department and USIA, and Sino-Soviet propaganda to and about India at the request of an Agency consumer.

PROPAGANDA ANALYSIS SUPPORT

1. All Bureaus

Identification of repeat items would be facilitated if commentary listings specified the events used as pegs for commentaries. For example, a commentary stressing Western obduracy in the disarmament negotiations could more easily be identified if the list description also indicated that it was pegged to Secretary Dulles' trip, to the NATO maneuvers, or to some other specific development.

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The listings of commentaries in Asian languages have presented the most frequent difficulties because of the announcers' distorted rendition of names of Soviet commentators in those languages. RPB is bringing up to date for field reference a list of Soviet commentators, indicating their specialties and correct spellings.

2. Mediterranean Bureau

The Middle East commentary lists and roundups continue to prove most useful and are expected to take on added value in the light of increasing consumer requests for comparisons of Soviet and Middle East propaganda lines. Consumer interest in the convergence of Cairo and Moscow lines has been sustained, and more requests for comparisons of Moscow with Damascus propaganda are anticipated. Editors are reminded of particular RPB interest in omissions and increases or decreases in emphasis on major subjects in Middle East comment.

3. West Coast and Far East Bureaus

The Branch expects to be able to make fuller use of present Chinese Communist source materials as the result of partial elimination of the long-standing staff shortage in the Far East Unit. Two new analysts with specialized Far East backgrounds have been added to the Unit, and a third is expected to enter on duty shortly. No additional workload for any of the bureaus is envisaged. Efforts will be directed toward fuller utilization of the voluminous materials already available, primarily in special studies for publication as Radio Propaganda Reports.

ADMINISTRATION

1. Supervisors at every level are reminded that the Fitness Reports which they prepare or review must represent an honest and thoughtful appraisal of the individual rated and be internally consistent. The relative importance of the various attributes as they relate to a specific position should be carefully weighed before an overall assessment is made. For example, an editor should be rated of "average competence," only if his judgment in editing is considered average. If it is poor, an "average" rating is not justified on the basis of inapplicable compensating virtues, such as dependability, tact, etc. It is important, too, that consistency in preparing Fitness Reports should carry over from Part I, which treats performance, to Part II, which assesses potential.

2. Bureau Administrative Officers should check the expiration of contract dates on monthly personnel reports periodically to insure correctness. Expiration of contract dates are twenty-four months after employee's arrival at his first overseas assignment during a current tour. This does not change if he transfers to another overseas Bureau without returning to the United States.

3. Bureaus are advised to keep the Standardized Regulations up to date and inform Headquarters whenever a transmittal is missing. Transmittals are numbered chronologically and they periodically contain a check list of current regulations.

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4. Bureaus are advised that all air and surface freight shipments as well as household effects shipments, must be consigned to the employee through the U.S. Despatch Agent. Failure to consign a shipment properly may inconvenience the traveler, who must then clear the shipments through the nearest customs office, or may cause considerable delay in receipt of the shipment.

PERSONNEL CHANGES

1. Personnel Entering on Duty

Assignment

Info Sp Bdcst
ED. BR.

50X1

Clerk Steno.
Chiefs Office

Prop Anal Off.
RPB

Radio Opr.
WCB

Clerk
RPB

2. Reassignments Within FBIS

From:

To:

Elec. Eng.
ECB

Elec Eng.
Okinawa

50X1

Elec. Eng.
Okinawa

Elec Eng.
ECB

Radio Opr.
ECB

Elec. Tech.
Okinawa

Info. Sp.
Ed.Br.

Info. Sp.
WCB

Info. Sp.
Tokyo

Info. Sp.
Ed.Br.

Info. Sp.
WCB

Info. Sp.
Ed. Br.

Info Sp.
Ed. Br.

Info. Sp.
Okinawa

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3. Transfers From FBIS:

From

Adm Ass.
WCB

50X1

4. Separations from FBIS

From

Sec. Steno.
Admin. Staff

50X1

Info Sp.
Ed. Br.

50X1

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12 September 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction - Part I

GENERAL

1. At the request of the State Department an additional outlet for the B-wire was established at State Annex No. 13 to serve the Biographic information Section.

2. A Supplement to the Daily Report was published on 29 August containing an abridged summary of three speeches by Party Secretary Khrushchev to cultural writers and party leaders in May and July, as broadcast by Radio Moscow.

EDITORIAL

1. General

a. The new Editorial Handbook has now been distributed to all Bureaus and the criteria it established have been in effect since Sept. 1. It is expected that field and headquarters personnel will acquaint themselves thoroughly with the rules which now apply. At the same time, the field is again urged to call DAILY REPORT deviations from accepted standards to the attention of the Projects Editor. Bureau Assistant Chiefs and Senior Editors are urged to maintain a file of suggested amendments or additions. It is expected that the revisions to be undertaken early in 1958 will include expansion of the volume with the addition of sections on B-Wire procedures, operations office requirements, and field bureau services to the Radio Propaganda Branch. One word of caution appears to be in order with respect to the new Handbook: Although the processing indicator "summary with quotations" has been eliminated, this does not mean that the need for quotation marks around textual passages included within summaries has been eliminated. Some bureaus tend to produce summaries entirely devoid of quoted passages. The judicious use of quotation marks around critical passages greatly enhances the usefulness and authority of the material.

b. With the tentative consent of the General Counsel's office, all Communist press agency transmissions with the exception of point-to-point TASS and NCNA dispatches have been released from the previous restrictions which required that they be classified OFFICIAL USE ONLY. As a consequence,

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it is now permissible for field editors to use editorial notes to compare press transmission items and voice material or to amplify material contained in one by reference to the other. It is also possible now to mix voice and press briefs.

c. The bureaus which prepare roundups are reminded of the importance of indicating the absence of comment or reaction when such a notation is pertinent. The roundups should be considered not merely a review of broadcast content but a means of providing editors and propaganda analysts with a perspective view of general radio treatment. Thus writers of the Soviet and East European roundups should note the failure of the pertinent radios to react to Western or Communist initiatives. In this connection, the first reaction to, or mention of, important statements of events should always be pinpointed.

To ensure a proper orientation for the reader, it is also important that continuing lines or themes be noted even if they are repetitive and provide little that is new or dramatic. Some review writers have on occasion erred in completely omitting mention of the single most dominant theme simply because its presence had been noted in several immediately preceding reviews.

In preparing the Middle East reviews, writers should confirm the fact that various Middle East national radios have failed to comment on critical events affecting the area, and should not limit themselves merely to review of the comment that exists while failing to note the silence of other radios that may be even more meaningful. The behavior of the undecided or lukewarm national radios should be indicated when feasible and any signs of possible or apparent change in the balance reported. Thus in many cases, factual reportage or the lack of it, from the Baghdad, Mecca, Amman, or Beirut radios can be more important than the indignation or effusive oratory of either Damascus or Cairo.

d. There is an apparent need to remind field bureaus again of the importance of adhering to established flagging procedures in filing copy. The May 17 Letter of Instruction and the new Editorial Handbook severely limit the kinds of flags that are permissible. Deviation from the established principles frequently means that those most concerned with the item fail to receive it.

It should be noted too that reruns, FYI's, editorial reports, etc., which are transmitted in response to service messages (whether they originate in the Wire Services Section or one of the DAILY REPORT sections), should not be flagged with the name of the individual originating the message when it concerns an item of common interest, unless the original service message specifically requested that the response be so directed. Replies to service messages in virtually every case are of interest to the Wire, the DAILY REPORT, and to RPB. When addressed to a single individual, that individual gets all copies. Prefacing the item with the indication "copy to..." which assures that the person most interested

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receives a copy but at the same time provides for general distribution, is a more appropriate device.

e. It is impossible to overemphasize the importance of prompt, concise, and informative FYI's to alert headquarters concerning important new developments. Field bureaus should not hesitate to use some of the higher precedence indicators for these initial reports when the occasion requires, although the following text should be filed no higher than priority in the case of multitake items. The initial FYI should contain a capsule summary of the item, indicate its length, and inform headquarters of anticipated processing time.

f. With continuing frequency various bureaus are remiss in providing adequate identification of adds, or file erroneous or distorted logographs which create considerable confusion. There have been several recent cases of faulty date-time groups (usually at variance with the date-time indicator of the lead take), and failure to use a subject identification slug. Editors are urged to give this matter careful attention.

g. Bureaus handling Soviet materials are requested to use the original Soviet term "sovnarkhoz" or "sovnarkhozes" to designate the entities variously translated as "Council of National Economy, National Economic Council," etc. since there seems to be no completely satisfactory English rendering not subject to misinterpretation.

2. London Bureau

a. The Bureau is urged to explore the possibility of more extended coverage of the Finnish radio. Our present Finnish material is restricted almost entirely to the press review.

3. Austrian Bureau

a. The Western Europe and Near East Section of the DAILY REPORT is concerned about the lack of items filed by the Bureau relating specifically to Austrian events, and especially items gleaned from the Austrian radio. For the most part the Bureau has limited itself to filing items from press scrutiny, ignoring the radio altogether. Although the Bureau's file of Soviet Satellite material is of concern to the greater number of consumers, there is also considerable interest in Austrian political and economic materials.

4. Mediterranean Bureau

a. Although much has been accomplished in achieving some sort of uniformity in the rendering of Arabic names, some editors use personal spellings, while others vary their spellings from day to day. Editors are urged to follow the established transliteration guide.

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b. Some consideration should be given to the matter of assigning the writing of the Middle East roundup to a single person or to a few individuals as a means of improving average quality by assuring continuity in the depiction of events and currents, and to permit the writers to become more adept through experience. Under the present practice it has been sometimes necessary to make extensive revisions because of poor presentation or the writer's apparent ignorance of the background of events.

c. Since extreme space restrictions in the DAILY REPORT necessitate the elimination of much worth while agricultural material now filed by the Bureau, it is requested that such items reporting developments at the republic level continue to be filed to the DAILY REPORT, but that lower level materials be processed as economic briefs.

5. West Coast Bureau

a. By virtue of its rapid communications facilities with headquarters the Bureau often provides the first report of significant news breaks affecting Asian areas. It should not be taken for granted, therefore, that important items originating in Asian areas covered by other bureaus have already been received in Washington and necessitate only cursory treatment at WCB. In the absence of specific information that the story has already been filed by some other bureau, such developments should be reported in textual form, or when the item is quite lengthy, by a priority or higher precedence cue to headquarters requesting guidance.

6. Okinawa Bureau

a. The Bureau is highly commended for its recent compilation of a list of "rightists" assailed in Peking's propaganda. The compilation was welcomed by various major consumers who have requested individual copies and supplementary lists when they become available. In this connection, it is important that the Bureau understand the necessity of prompt FYI's to report the course of developments in the anti-rightist campaign. The dimensions of Okinawa's problem in attempting to process a tremendous mass of closely related Chinese Hellschreiber material is understood and appreciated, and headquarters is prepared to accept some delay in the receipt and publishing of texts. However, we are quite vulnerable when important new developments, undetectable from the very cursory summaries filed from the bureau, are called to our attention by consumers on the basis of Western press agency reports.

7. Tokyo Bureau

a. The Bureau is to be congratulated on the recent marked improvement in the quality and content of its file, reflected in the high proportion of items from that bureau which now appear in the DAILY REPORT.

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8. Hokkaido Bureau

a. It appears that the Bureau is overfiling historical materials, sometimes forwarding lengthy textual items which could in no circumstances be included in the DAILY REPORT. There also seems to be a misconception that all items relating to railroads are wanted by the REPORT. Such items as are filed specifically in response to a Liaison Officer request but are not of general interest should be addressed "Strother Only"; otherwise they should be treated on their merits as economic abstracts.

9. Saigon Bureau

a. There has been a marked improvement in the general quality of the Bureau's file. One source of continued concern, however, is a prevailing inconsistency in the English rendering of names of organizations, government departments, political parties, etc. The list of standard translations of names and expressions recently sent to the Bureau should be used as a guide to establish consistency.

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